

UNIVERSITY OF NORTHERN COLORADO

REVIEWING RESUMES AND USING SCREENING CRITERIA

Reviewing Resumes – An Overview

- Review the PDQ and screening criteria for the position you are attempting to fill. Note minimum requirements needed and refer to them often as you review resumes/applications.
- Ignore the applicant's name, address or personal information to limit subconscious biases.
- Attempt to ignore superficial issues such as style, typographical areas in favor of content, unless such issues are directly related to the position for which they are applying. Such scrutiny may unintentionally rule out members of protected classes.
- Check work experience for applicability to the position for which they are applying, length of time in each position, promotions or awards received, reason for leaving each position.
- Note gaps in employment but do not assume they were caused by negative reasons.
- Check educational background for qualifications necessary to successful job performance.
- Note special skills (i.e. computer software, office equipment, certifications).
- Note on a separate piece of paper any pertinent questions that arise when reviewing the resume/application and ask those during a telephone screen.
- Divide resumes into 3 groups - one for those that closely match job requirements and for which a telephone screen is appropriate, one for those who meet some requirements and may be considered secondarily and one for those who do not meet the requirements at all.
- If necessary, screen the top group again to further narrow down the candidates. On average, about 10 resumes per open position should be sufficient.

Using Screening Criteria

Utilizing a standard evaluation form will assist in fair and more accurate screening of applicants and their abilities. Ranking a skill helps to identify the more important skills desired for the position. The below screening criteria is an example.

The hiring authority or screening/search committee (if charged to do so) should decide what relevant qualifications are necessary based on the PDQ and rank each required skill by their importance to the position.

In reviewing the qualifications, the evaluator should rate the candidate's abilities from 0-5 (with 0 indicating does not meet job requirements and 5 indicating extensive experience/outstanding ability). Once the review or interview is completed, multiply the rating by the weighted value to determine a total ranking value.

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Screening Criteria

Position Title _____ Position # _____

Name of Candidate: _____ Date: _____

Reviewer: _____

Minimum Criteria

A. Earned _____ degree in _____ (or equivalent) Yes No

B. Experience in _____ Yes No

Desirable Criteria	Rating (0-5)	Weight*	Total
1. Experience in _____	_____	5	_____
2. Knowledge in _____	_____	5	_____
3. Experience with _____	_____	3	_____
4. Experience with grant writing	_____	4	_____
5. Evidence of working with _____	_____	3	_____

Total Ranking Score _____

*More categories can be added; however, the total weighted points should equal 20.

Other criteria that can be used:

- Supervisory experience
- Technical skills
- Interpersonal skills
- Leadership skills
- Management or supervisory skills
- Motivation
- Strengths
- Weaknesses